



**Development
Services
Division**

**Building Codes / Zoning Ordinance
Violation Complaint Form**

Planning & Resource Management Department

The Fresno County Development Services Division processes violations of the County Building Code and Zoning Ordinance on a "complaint" basis. If you would like to submit a complaint, please complete the bottom portion of this form and return it to us.

Department staff will review your complaint and the applicable County Ordinances. If additional information is required, we will contact you to discuss the matter. If it is determined that the alleged activity could be in violation of the building code or zoning ordinance, a letter will be sent to the property owner and occupant. At the same time, we will send you a letter that will include the case number, and a brief description of the violation process.

Once you receive notification that a violation case has been opened, please wait twenty (20) working days and check to see if the violation continues. If it does, please call us at (559) 262-4436. If we do not hear from you, we will conclude that the violation has been eliminated and the file will be closed. If, however, you monitor the violation and update us on the activity, we will continue to pursue the matter.

Although **ALL INFORMATION ON THIS COMPLAINT FORM IS CONFIDENTIAL**, we cannot open a file unless the complaint form is completed & signed. If you have any evidence (e.g., *photograph, newspaper ad, business card, etc.*) that might help document the violation, please enclose it with this completed complaint form.

VIOLATION COMPLAINT

Address of Violation: _____

Nature of Violation: _____

Reason Complaint is Being Submitted: _____

If this violation requires legal action would you be willing to testify in court, if necessary? ☐ Yes ☐ No

REPORTED BY *(PLEASE PRINT)*

(NAME)

(SIGNATURE)

(MAILING ADDRESS - INCLUDE CITY & STATE)

(DAYTIME PHONE NO.)

(DATE)

Office Use Only

APN: _____ **Zone District:** _____ **Ordinance Section:** _____

Received By: _____ **Violation No.:** _____